

~~CONFIDENTIAL~~

Report for Week Ending 25 April 1956
from
PROJECT STAFF

Projects 4-83, 4-96, 5-59, 5-60, 5-68

No change from previous report.

Project 4-84 - Vital Materials Microfilm Project

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Microfilming of Vital Materials in [REDACTED] was completed this week. This filming corrects a deficiency cited during Operation Alert.

Microfilming of Vital Materials in the Office of Personnel continues. This project is approximately 45% complete.

General Information

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A meeting was held with Mr. [REDACTED] Medical Office, to discuss the media of deposits for medical records of Agency employees. At this meeting also attended by Mr. [REDACTED] of Logistics and Mr. [REDACTED] of Management Staff it was decided that microfilm in reel form would suffice. We have been requested to film all files of Relocation Personnel prior to June and at some later date film folders of all Agency personnel.

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Permission has been received from Mr. [REDACTED] Security Office, for the use of non-insulated cabinets in lieu of combination locked safes for storing the ORR estimates file of 5/8 cards.

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A meeting was held today in Mr. [REDACTED] office to settle certain questions that were raised in connection with tabulating cards being deposited as vital materials by Logistics Office. As a result of this meeting the following action will be taken:

(a) The description of the records on the Vital Materials Schedule will be revised when next issued;

(b) When available, an extra copy of the "Stock On Hand Status Report" will be deposited. This will permit discontinuing a collation maintenance operation; and

(c) Logistics Office will plan on using a minimum of machine operations in an emergency; and

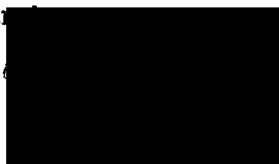
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(d) [REDACTED] will wire a permanent board for use on Logistics Office report.

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The survey in the Physical Security Division is continuing and is approximately 50% complete. This week the files of the discontinued inspection staff were reviewed and approximately 9 cubic feet of records were destroyed. In addition, filing system was installed in the Survey Branch.

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